

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
HONOLULU, HAWAII

April 7, 1977

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NATURAL RESOURCES
STATE OF HAWAII

MEMORANDUM 1977-12

TO: Heads of Departments and Agencies
FROM: Hideo Murakami, Comptroller
SUBJECT: Compensation for Overtime Meals and for Travel By Air.

Under the provisions of DPS' Personnel Rules and Regulations (Section 8.308) and of the current collective bargaining agreements covering employees in the bargaining units listed below, employees are allowed compensation for certain overtime meals, and compensation for certain travel by air, under the circumstances spelled out in the provisions. The bargaining units involved include:

<u>BU Agreement</u>	<u>Overtime Meals Compensation</u>	<u>Travel By Air Compensation</u>
01	Section 34	Sec. 25.08
02	Article 22	-
03	Article 23	-
04	Article 23	-
09	Art. 9, Sec. 7	-
10	Section 34	-
13	Article 25	-

Such compensation (as distinguished from expense reimbursements) is includible in gross income subject to withholding taxes (Federal and State); therefore, whenever such compensation has been earned and is due an employee, the amount due must be paid through the State's payroll system. Procedurally, for consistency in reporting such payments, the following guidelines are provided:

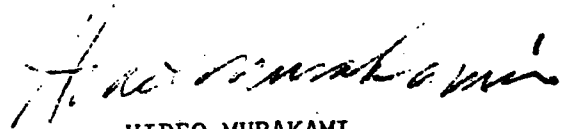
1. Payment due will be reported on payroll change schedules for the "regular" payrolls, after-the-fact.
2. Payment due may be reported in either the first or the second pay period in a month.
3. Payment due will be shown as a separate item immediately below the regular semi-monthly pay, preceded by code "R".

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4. Payroll change schedules will be supported by a statement signed by the employee and approved by the departmental representative authorized to approve such payments. As a minimum, the statement should include:

- Time and date the overtime was worked (in the case of compensation for meals).
- Time and date travel occurred (in the case of compensation for travel by air).
- A certification by the employee that overtime was worked and/or that travel occurred on the date indicated.
- Reference to the section (or article) of the Agreement under which payment is being made.

Attached is a sample form of a statement that would satisfy the minimum information requirements; departments and agencies may use an alternative as long as the minimum information is included.



HIDEO MURAKAMI
Comptroller

attach.

Certification for Compensation
(Meals / Travel By Air)

I certify that, on the date(s) and during the hours indicated below,
I was required to work overtime (or to travel) for which I am now claiming
compensation in accordance with _____ of the Agreement for
_____ (Section/Article
BU No. _____ (indicate BU code), or DPS' Personnel Rules and Regulations
_____(check here, if applicable).

<u>Type of Payment</u>	<u>Date/Time Worked or Travelled</u>	<u>Amount</u>
Breakfast	_____	\$ _____
Lunch	_____	_____
Dinner	_____	_____
Travel	_____	_____
		\$ _____

Claimant's Signature

Date _____

Authorized Departmental Approval

Date